

**DRAFT Annexation Study Scope of Work
Tasks and Timelines**

Task	Responsibility	Completion dates in 2004
Determine members of advisory committee.	Ousley, Bauer, Ballash, Latham	June 15
Complete interagency agreement with King County for transfer of \$60,000 matching funds.	Ballash, Latham, King County	June 30
Hire consultant.	Ballash	July 23
Determine participating counties.	Ballash	July 1
Convene advisory committee to discuss data to be gathered and sources.	CTED staff	Week of July 26
(a) ¹ Detail the progress in each of the buildable land counties to date in achieving annexation or incorporation of its urban growth area since adoption of the county's county-wide planning policies to the present time by documenting: (i) The number of acres annexed; (ii) The number of acres incorporated; (iii) The number of residents annexed, incorporated, and remaining in urban unincorporated areas.	Latham	September 30
(a) Detail the progress in each of the buildable land counties to date in achieving annexation or incorporation of its urban growth area since adoption of the county's county-wide planning policies to the present time by documenting: (iv) The characteristic of urban land remaining unincorporated in terms of assessed value, infrastructure deficits, service needs, land use, commercial development, and residential development.	Consultant	September 30
(b) Determine the characteristics of remaining urban unincorporated areas and current statutes, and estimate when all urban unincorporated areas in each county will be annexed or incorporated, based on the rate of progress to date.	Latham	September 30

¹ Section letters and numbers indicate tasks specifically stated in the budget proviso. They are included for ease of reference to the proviso.

(c) Survey the counties to identify those obstacles that, in their experience, show or prohibit annexation.	Consultant	September 30
(d) Survey the cities in each of the subject counties to identify obstacles, which in their experience, slow or prohibit annexation.	Consultant	September 30
(e) Survey residents of urban unincorporated areas in each of the subject counties to identify their attitudes towards annexation or incorporation.	Consultant	September 30
Convene advisory committee to review the data and discuss: <ul style="list-style-type: none"> • Possible changes to city and county taxing authority which will serve to aid the transfer of annexation of remaining urban growth areas in a timely manner; • The role and statutory authority of the boundary review board and how altering their role and authority might facilitate annexation; • Possible changes to growth management or annexation processes which will facilitate annexation. 	CTED staff	
(g) Identify and discuss the need for funding of capital improvement projects needed to provide urban levels of service.	Latham, with assistance from counties and cities	September 30
Finalize data compilation for report	Latham and consultant	October 15
Issue draft report with recommendations per budget provision provisions (33) for comment by November 15: <ul style="list-style-type: none"> (f) Propose possible changes to city and county taxing authority which will serve to aid the transfer of annexation of remaining urban growth areas in a timely manner. (h) Assess the role and statutory authority of the boundary review board and how altering their role and authority might facilitate annexation. (i) Propose possible changes to growth management or annexation processes which will facilitate annexation. 	CTED staff	November 1
Finalize report and present to Legislative Committees	CTED staff	December 1